Double-Click on Macro Name to Copy It to One of Your Templates

aToolsBulletListDefault

Description: Inserts bullet and tab characters and applies Bullet style to the selected paragraphs. Change indent values in Bullet style definition to suit your document. Rename to ToolsBulletListDefault to replace built-in command of the same name.

aToolsNumberListDefault

Description: Inserts numbers and tab characters and applies Number List style to the selected paragraphs. Change indent values in Number List style definition to suit your document. Rename to ToolsNumberListDefaul t to replace built-in command of the same name.

CheckBulletedLists

Description: Checks a bulleted list for the

number of bulleted items. Ensures that no fewer than two bulleted items in a list of two or more appear on a page.

CheckNumberedLists

Description:
Checks a numbered list for the number of items. Ensures that no fewer than two numbered items in a list of two or more appear on a page. Checks both text numbered lists and automatic numbered lists.

FixIndexEntries

Description:
Searches a document for index entry (xe) fields. Changes first word in each index entry to uppercase. After fixing the index entry fields, searches for an index field and, if one is found, recompiles

the index. This macro was developed to assist a Microsoft customer who had converted large documents with many index entries from Microsoft Word for ms-dos to Microsoft Word for Windows. The Index entry text had lost initial capping during conversion. This macro quickly restores initial capital letters.

KeepColonEndingParas

Description: Checks the ends of paragraphs that appear at the end of a page for a colon. If one is found, applies Keep With Next Paragraph formatting to paragraphs ending with colons.